

Village of Brownville

Board Meeting

May 13,2024

The Meeting of the Brownville Village Board was called to order at 6:00 p.m. Chairman Johnson announced that the Open Meetings Act was posted on the meeting room wall.

Following the Pledge of Allegiance and a moment of silence the Roll was called. Kim Johnson present, Jill Lokke present, Paul Fish present, Steve Woerth present, and Justin Wheeldon present.

Public comments were accepted. The comments ranged from the mowing at Riverside Park to the fallen trees in lots around town.

The consent agenda was approved with no comments. Motion by Woerth, second by Lokke to approved the agenda as written. Woerth yes, Johnson yes, Wheeldon yes, Fish yes, Lokke yes. Motion carried.

Claims for Approval			
May 13, 2025			
<u>Fund</u>	<u>Vendor</u>	<u>Amount</u>	<u>Description</u>
General	Kim Johnson	\$ 75.00	Board Stipend - Donating back to Village
General	Steven Woerth	\$ 50.00	Board Stipend - Donating back to Village
General	Jill Lokke	\$ 50.00	Board Stipend - Donating back to Village
General	Justin Wheeldon	\$ 50.00	Board Stipend - Donating back to Village
General	Paul Fish	\$ 50.00	Board Stipend - Donating back to Village
General	Apace	\$ 135.00	Cleaning Service 11/4;11/11;11/18;11/25 2024 & 3/3;3/10;3/17;3/24;3/31/2025
General	Auburn BOPW	\$ 197.04	Town Hall, Maintenance Bldg.
General	Payton Mertes	\$ 121.89	Office Rental & Electrical April
General	Walentine O'Toole, LLP	\$ 175.00	Legal Fees
General	Shane Sailors	\$ 829.51	Clerk Wages -45.75hrs - \$1006.50 Gross, FICA \$62.40, Medicare \$14.59 Taxes \$100.
General	Brownville July 4th Celebration	\$ 400.00	\$200 donation / \$200 from sale of truck

General	Shane Sailors	\$ 366.34	Reimbursement - Easter Egg Hunt (Fire Dept. Donation \$150.00, Village \$216.34)
General	Department of Treasury	\$ 253.98	Clerk Taxes, FICA & Medicare
General	Department of Treasury	\$ 450.74	Clerk Taxes, FICA & Medicare for previous quarter
General	Green Care Lawn Service	\$ 230.00	Mowing Town Hall, Utility Building, Hwy 136 and Capital Square
General	Intuit Quick books	\$ 35.00	Online Simple Start Subscription - auto pay
General	Auburn Newspapers	\$ 133.44	April Minutes and Egg Hunt Ad
General	Auburn Public Schools	\$ 250.00	Liquor License Fee for Concert Hall
General	Falls City Mercantile	\$ 206.80	Clorox wipes, Toilet Bowl Cleaner, Toilet Tissue, and White Roll Towels
General	Progressive Business Technologies	\$ 66.75	Toner
General	Windstream/Kinetic	\$ 167.02	Internet and Phone - Village Office - Auto Pay
Streets	Auburn BOPW	\$ 413.57	Electric - Whiteway, Street Lights, 6th Street
Streets	Auburn BOPW	\$ 143.43	Electric - Highway Lights, Bridge
Streets	Farmer's Cooperative	\$ 52.52	Gas
Streets	Lewis Implement	\$ 248.23	Cutting Bits for Loader Bucket and Blade
Fire Dept	Auburn BOPW	\$ 59.64	Electric - Fire Hall
Fire Dept	Green Care Lawn Service	\$ 90.00	Mowing
Sewer	Auburn BOPW	\$ 345.60	Electric - Treatment Plant
Sewer	Auburn BOPW	\$ 204.00	Billing Labor and Postage (split between water and sewer acct.)
Sewer	Tracy Milke	\$ 435.59	Wastewater Operator, Mileage and Vegetation Killer for Lagoons
Water	Auburn BOPW	\$ 88.30	Electric - Water Tower
Water	Auburn BOPW	\$ 204.00	Billing and Postage for Water Service, Repair Frozen Meter

Water	Tracy Milke	\$ 360.82	Water Operator, Mileage, Postage
Water	Public Health Environmental Lab	\$ 15.00	Water Testing - had credit of \$29.00, no check issued
Water	One Call Concepts	\$ 9.02	11 Locates
Water	Rural Water District #1	\$ 1,595.50	Water Purchased - April
Water	Green Care Lawn Service	\$ 10.00	Mowing Water Tower
Water	Windstream/Kinetic	\$ 63.88	Water Tower - Auto Pay Cancelled as of May 1st-2 month refund will be issued
Riverside Park	Auburn BOPW	\$ 60.60	Electric-Riverside park
Riverside Park	American Recycling and Sanitation	\$ 91.82	Trash pick-up

Woerth gave the parks report. Wheeldon gave the streets report. Fish gave the water/wastewater report and Sailors gave the clerks report.

Chairman Johnson mentioned the letter recently mailed to village citizens by the board. She said it was a friendly reminder to keep up your property.

In old business the village presented two bids for the Town Hall repairs and windows and the Gazebo repair at Capital Square Park. Motion by Woerth, second by Wheeldon to accept the bid by Sunrise Construction for the repairs. Fish yes, Wheeldon yes, Johnson yes, Lokke yes, Woerth yes. Motion carried. The clerk will contact the bidders and inquire when Sunrise Construction can start on the project.

Motion by Woerth, Second by Lokke to purchase a defibrillator and first aid kit for the Village. Wheeldon yes, Fish yes, Lokke yes, Woerth yes, Johnson yes. Motion carried. The clerk will check for rules concerning where the defibrillator can be placed for the public use.

Motion by Woerth, second by Fish to contact JEO to pursue the funding for the 3rd Street bridge. Lokke yes, Woerth yes, Johnson yes, Wheeldon yes, Fish yes. Motion carried.

Motion by Wheeldon, second by Fish to close the west half of 7th Street from Allen Street to the Highway 136 right of way. Johnson yes, Woerth yes, Fish yes, Lokke yes, Wheeldon yes. Motion carried.

The approval of the Internal Control Policy was postponed.

In new business Paul Fish stated that Randy Hellbusch had been contacted to perform a water rate survey. The survey was completed and it was discovered the water department had a \$17,000.00 deficit. The Village is currently charging \$18.00 for the first 1000 gallons of water used and \$4.75 per 1000 gallons used thereafter. The recommended proposal was that the Village raise their rate to \$25.00 for the first 1000 gallons of usage and charge \$5.00 per 1000 gallons used thereafter. Motion by Woerth, Second by Lokke to post a flyer about the proposed water rate increase and reasons for the proposed raise in rates. Lokke yes, Woerth yes, Johnson yes, Wheeldon yes and Fish yes. Motion carried. The increase will be revisited at the next meeting on June 10, 2025.

Fish gave a report on the alarm system at the water tower. He said that we have not had an alarm connected for approximately 2 years. HOA Solutions came and looked at the tower and gave 3 different proposals for the alarm system. Motion by Fish, second by Wheeldon to select option 2 at a cost of \$1948.00 to the Village. Wheeldon yes, Fish yes, Lokke yes, Woerth yes, Johnson yes. Motion approved.

Motion by Woerth, second by Fish to approve the amendment to extend the general administration contract with SENDD for the 21PW004 project. Fish yes, Wheeldon yes, Johnson yes, Lokke yes, Woerth yes. Motion approved.

Motion by Woerth, second by Lokke to approve the amendment to extend the construction management contract with SENDD for the 21PW004 project. Woerth yes, Lokke yes, Wheeldon yes, Fish yes, Johnson yes. Motion carried.

Motion by Woerth, second by Lokke to approve the building permit for 705 Allen Street. Johnson yes, Woerth yes, Fish yes, Lokke yes, Wheeldon yes. Motion carried.

Motion by Wheeldon, second by Fish to approve the facilities use policy as written. Woerth yes, Lokke yes, Wheeldon yes, Fish yes, Johnson yes. Motion carried.

The ordinance review was postponed until the June 10, 2025 meeting. Woerth will discuss the trailer ordinance at that meeting.

The bank account consolidation/quick books structure was postponed. Jamie Aue will facilitate the setup of the quick books online.

Motion by Wheeldon, second by Fish to approve the bid from Affordable Asphalt to do the repairs to the village streets. Fish yes, Wheeldon yes, Johnson yes, Lokke yes, Woerth yes. Motion carried. Wheeldon will contact the vendor to discuss the streets the Village wishes to repair this year and a possible start date.

Motion by Wheeldon, second by Lokke to approve the building permit for 618 Main Street, contingent on the property owner supplying a survey showing that the building will be at least 8 feet from the property line. Woerth yes, Lokke yes, Wheeldon yes, Fish yes, Johnson yes. Motion carried.

Motion by Woerth, second by Wheeldon to approve the tobacco permit for the Brownville Market. Lokke yes, Woerth yes, Johnson yes, Wheeldon yes, Fish yes. Motion carried.

Motion by Lokke, second by Woerth to adjourn the meeting. Wheeldon yes, Fish yes, Lokke yes, Woerth yes, Johnson yes. Motion carried.

The meeting adjourned at 8:08 p.m.

Shane Sailors, Village Clerk